

**Statewide IT Policy Title: Information Technology Project Management Policy v2.0**

Effective Date: July 1, 2006

Policy Number: P-102

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**I. Policy Statement**

**A. Policy**

It is the policy of the State of Colorado to require the application of sound project management principles and techniques in formulating and implementing all information technology (IT) projects.

The State has scarce resources. IT projects represent a sizeable investment of those resources and typically involve significant changes in business processes. Therefore, it is essential that these projects be completed successfully. Moreover, they should enable the agency to successfully meet its mission and provide realistic solutions to its business needs. In addition, if the Governor's Office of Information Technology (OIT) or the Commission on Information Management (IMC) determines an IT project to be high risk, for whatever reason, it may require the agency to expand the project management efforts of the project, employ an Independent Verification and Validation (IV&V) contractor or other support as necessary in order to mitigate the risk.

**B. Statutory Authority:** C.R.S 24-37.5-105(3){c}, C.R.S. 24-37.5-106(1)(e)

**C. Coordinating Agency Authority:** C.R.S. 24-37.5-204

**II. Purpose**

The primary purpose of this policy is to establish a uniform statewide framework for Agencies to use in formulating and implementing IT projects. The consistent application of sound project management principles is a proven cost effective investment strategy over the life cycle of the investment. Moreover, it establishes consistent guidelines for Agencies to use in creating budget requests to support project management requirements and by which Agencies can measure a project's success. Finally, it provides a baseline against which Agencies can conduct a continuous process improvement plan and measure outcomes over time.

### **III. Scope of the Policy**

This policy applies to all State Agencies involved in IT projects. State agencies shall incorporate this policy's goals and objectives into their strategic planning and budget review processes.

### **IV. Exemptions**

Agencies are discouraged from filing a request for exemption from this policy. OIT and the Governor's Office of State Planning and Budgeting (OSPB) may jointly approve exemptions on a case-by-case basis, if the request is supported by extraordinary circumstances. All requests for exemption will be handled as set forth under the procedures of the General Exemption Policy.

### **V. Related Policies, Standards, Specifications and Guidelines**

#### **Rules:**

Information and Technology Management Code v1.0, March 2006.

#### **Policies:**

- Information Technology Life Cycle Management Policy, September 2004.
- Information Technology Procurement Policy, September 2004.
- Information Technology Security Policy, July 2006. (pending HB1157)

#### **Standards:**

- Project Management Institute (PMI), Project Management Body of Knowledge, ANSI-PMI 99-001-2004, Third Edition, December 2004.
- Information Technology Enterprise Architecture Standards, July 2004 v1.3.
- ADA IT Accessibility Standards for the Blind and Visually Impaired and Procurement Criteria, July 2005 v2.0.

#### **Specifications:**

- Information Technology End User Computing Standard Specifications.

#### **Guidelines:**

- Software Engineering Institute, Capability Maturity Model for Software.
- Information Technology Life Cycle Management and Governance Process.

All IT projects undertaken by State Agencies shall be carried out in accordance with Agency developed methodologies and processes based upon the established project management standards and guidelines noted above.

### **VI. Impact**

All IT projects that an Agency formulates or initiates after the effective date of this policy are required to comply with this policy. State Agencies shall incorporate this policy into their business strategies and the State's annual strategic planning and budget review process. Each State Agency shall develop, maintain, and be able to demonstrate that it is

effectively utilizing the process with documentation related to its specific Project Management Processes and Methodologies. An Agency's compliance with this policy is one of the criteria that OIT will use to assess a project's likelihood of success when recommending its approval. Failure to comply with this policy will result in OIT disapproving the funding for an Agency's IT project.

Agencies are required to implement the rules, standards, specifications, and guidelines as appropriate to be in compliance with this policy.

**VII. Maintenance**

The OIT and IMC will review this policy annually.

**VIII. Effective Date.**

This policy is effective upon approval by the Chief Information Officer of the State of Colorado.

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(signature of the SCIO – John Picanso)